



# FOOD SCOOP

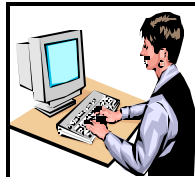
“A Michigan Food & Nutrition Program Edition”

**April, 2003**

Issue No. 8

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Available on-line at:

[http://www.michigan.gov/mde/1,1607,7-140-6525\\_6530\\_6569---,00.html](http://www.michigan.gov/mde/1,1607,7-140-6525_6530_6569---,00.html)

## NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



### **Sue Anderson bids Farewell**

As I move into the next phase of my life; retirement, I can't help but look back on the past almost thirty-two years and my involvement with Child Nutrition Programs with fondness, sadness and a sense of accomplishment coupled with an excitement for what is yet to come.

I leave with great fondness and appreciation for the dedicated, compassionate, and committed professionals who I have been associated with over the years. Throughout my career, I have been blessed to work with some of the finest, most dedicated and creative group of individuals at not only the local and intermediate school district level, but at the university, state and federal level as well. It is that partnership of local, university; state, and federal Child Nutrition professionals that have helped us accomplish much in the past 31+ years. Behind me I leave a very talented and creative staff and management team to assist you with the challenges ahead. Julie Stark who has served as a consultant in our school meals unit, and most recently as Manager for our Child and Adult Care Food Program takes over as Interim Director, School Support Services. Assisting her are Barbara Campbell, Manager, School Meals Programs and Marla Moss, Manager for both the Food Distribution and the Child and Adult Care Food Programs. I couldn't leave you in better hands. I am confident you will continue to give Julie, Barb and Marla the support and cooperation you have always given me.

While I am sad to leave so many wonderful people, I know that for many of us, our paths will continue to cross as I change my involvement with Team Nutrition, Michigan Action for Healthy Kids, and other child nutrition related activities. The only difference is the hat I wear. I take off the hat of an Administrator, and don the one-labeled community Volunteer.

To those of you that have always volunteered for whatever project I have asked you to perform, a Big Thanks! You all do a fine job of feeding children everyday and should be commended for your passion and dedication. However, we need to do more as we face the grim statistics of childhood obesity; the ongoing bombardment of marketers trying to build Brand Loyalty in children at an early age; the increasing number of children living in poverty; and the need to create a healthy school environment, where we "practice what we preach". So, here is our challenge, whether paid or volunteer. It is always about building a stronger, healthier environment for children, something, for which we can all be proud. It's not goodbye, merely farewell. We will meet again, but remember, I will be the one wearing the new hat.



**Regulatory  
Issues**

### **Extended School Year Programs**

If your school district is going to be operating a summer school program which is an integral part of the curriculum or an extension of the local educational program, and plans to participate in and claim meals through the School Meals Program, please notify our office **as soon as possible**. If you

have already submitted this information with your annual application renewal, you do not need to do so again. Send written notification or go to our web site under “Resources and Related Info” to print, complete and return the *Extended School Year* form. The following information is needed by the first week in May:

- L Agreement number and name of school district**

- L Type of summer school program operated**

- L Meals types served (Afterschool Snack cannot be claimed alone)**

- L Dates of operation of summer program**

- L Number of students enrolled**

- L Commodity order (yes or no)**

Let us know if you are going to order commodities for the summer months so that we can notify the warehouses. Prior approval from our office is required for summer deliveries. Upon our notification and approval the warehouses will send order forms for the months of June, July (sometimes delivery is combined for these months) and August. The order forms have to be returned to the warehouses early enough to guarantee on-site delivery. Otherwise, orders may have to be picked up at the warehouse. Send the above requested information to:

**Attention Pat Arend - Fax: (517) 373-4022**

MAIL: Michigan Department of Education

Office of School Support Services

Fiscal Reporting

P.O. Box 30008

Lansing, MI 48909

### **New (and Improved!) School Meals Program Claim Form – SM-4012-SL**

In the near future you will notice a difference in your School Meals Program claim form on MEIS.

Several screens have been combined into a new main menu that enables you to:

- Select a month to enter, edit or certify claim data
- View amount of reimbursement for each month that has been paid and corresponding status reports
- View status reports relating to each payment

(New status reports will be available each week after the payment process has been completed.)

You will now be able to view on-line payment status reports relating to your claims. We will continue to send paper copies of the reports through the end of this school year. Compare them to your on-line version and let us know if there are any discrepancies. Keep in mind that there are two different presentations of these reports. When you select “Payment Processing Dates”, a screen listing all the payment dates and total amounts will be displayed. When you click on the amount listed under “Reimbursement”, all reports comprising that payment will be displayed. That means that whatever was processed on a given date will be shown which can include: more than one month, amendments, and any Child and Adult Care Food Program claims submitted and processed at the same time (if your school district participates in this program also). This presentation of status reports will correlate to the payment amount remitted to you and is the same as you have been receiving in the mail.

The other display of status reports will relate solely to the claim data and related amendments for a particular month, whenever they are processed, for the School Meals Program only. To view these reports you would click on the payment amount shown next to each month on the main menu. These

two options for viewing the reports give you the ability to see what claim(s) a payment consists of as well as the total reimbursement amount for a given month. "Help" links will be available for the new main menu and status reports.



### **Year End Cost Report Workshops**

We will be providing Year End Cost Report Workshops during May 2003. Please refer to the workshop schedule and registration form enclosed with this month's issue of Food Scoop. Registration forms must be received before April 29, 2003. Workshops will be held at four separate sites. A morning and an afternoon session will be provided at each site.

The Year End Cost Report form, instructions and related topics information will be mailed out the week of April 14, 2003. If you have any questions, please contact Cheryl Schubel at (517) 241-2597.

<p><b>April 2003</b></p> <p><b>CALENDAR OF EVENTS</b></p> <p><b>CHILD NUTRITION PROGRAM</b></p>		<p><b>Michigan State Board of Education</b> <i>Kathleen N. Straus, President</i> <i>Sharon L. Gire, Vice President</i> <i>Michael David Warren Jr., Secretary</i> <i>Eileen L. Weiser, Treasurer</i> <i>Marianne Yared McGuire, NASBE Delegate</i> <i>John C. Austin</i> <i>Herbert S. Moyer</i> <i>Sharon Wise</i> <i>Thomas D. Watkins, Superintendent</i> <i>Governor Jennifer Granholm, Ex-Officio</i></p>
<b>April, 2003</b>		
<b>1</b>	<b>January Monthly Claim Deadline</b>	
<b>10</b>	<b>March Monthly Claim Due</b>	
<b>11-13</b>	<b>MSFSA Conference - Amway Grand</b>	
<b>May, 2003</b>		
<b>10</b>	<b>April Monthly Claim Due</b>	
<b>29</b>	<b>February Monthly Claim Deadline</b>	

# STATEWIDE TRAINING PROGRAM CLASS SCHEDULE 2002-2003

*NOTE: All registrations must be in the MDE office before the deadline dates --  
registrations received after the deadline dates will be returned!*

## SCHOOL FOOD SERVICE BASICS – 100

**Fee: Member \$18.00 and Non-Member \$25.00**

**Fee: Member \$18.00 and Non-Member \$25.00**

Location / Deadline	Dates / Times	Instructor
Grand Rapids Public Schools Food - Nutrition Center 1130 Race Street, NE Grand Rapids, MI 49503 <u>Deadline: June 5, 2003</u>	June 19 and 20, 2003 9:30 a.m. - 3:00 p.m.	Katie Petersen
Genesee ISD Ervin Davis Center - Room 102 A/B 2413 W. Maple Avenue Flint, MI 48507 <u>Deadline: July 30, 2003</u>	August 13 and 14, 2003 8:30 a.m. - 2:30 p.m.  <i>SEE NOTE BELOW.</i>	Gloria Bourdon

NOTE: Lunch will be \$7.50 per day, which includes morning and afternoon snacks, and all beverages. Leaving the premises for lunch or brown bagging are NOT options. Payment in full (\$15.00 for 2 days) is required before or on the first day of class. If you have an allergy to any food and/or are a vegetarian, please indicate that along with your payment so accommodations can be arranged for you.

Lunch Payment: A separate check MUST be written for \$15.00 and be made payable to GISD.

Please mail lunch payment to: Attn: Gail Ellis - Genesee ISD - 2413 W. Maple Avenue - Flint, MI 48507.

## SANITATION AND FOOD SAFETY – 130

**Fee: Member \$18.00 and Non-Member \$25.00**

Location / Deadline	Dates / Times	Instructor
Jackson High School Library 544 Wildwood Avenue Jackson, MI 49201 <u>Deadline: April 1, 2003</u>	April 15, 22 and 29, 2003 3:00 - 6:30 p.m.	Lynna Hassenger
Bloomington High School Media Center 311 E. Willow Bloomington, MI 49026 <u>Deadline: April 16, 2003</u>	April 30, May 7 and 14, 2003 3:00 - 6:30 (April 30 and May 7) 3:00 - 6:00 (May 14)	Diann Tosh
Anchor Bay High School Shoreliner Room 48650 Sugar Bush New Baltimore, MI 48047 <u>Deadline: April 21, 2003</u>	May 5, 12 and 19, 2003 2:00 - 5:30 p.m.	Mary Claya

**SANITATION AND FOOD SAFETY – 130 (cont.)****Fee: Member \$18.00 and Non-Member \$25.00**

<b>Location / Deadline</b>	<b>Dates / Times</b>	<b>Instructor</b>
<b>Genesee ISD</b>	<b>August 11 and 12, 2003</b>	<b>Gloria Bourdon</b>
<b>Ervin Davis Center - Room 102 A/B</b>	<b>8:30 a.m. - 2:30 p.m.</b>	
<b>2413 W. Maple Avenue</b>		
<b>Flint, MI 48507</b>	<b>SEE NOTE BELOW.</b>	
<b><u>Deadline: July 28, 2003</u></b>		

**NOTE:** Lunch will be \$7.50 per day, which includes morning and afternoon snacks, and all beverages. Leaving the premises for lunch or brown bagging are NOT options. Payment in full (\$15.00 for 2 days) is required before or on the first day of class. If you have an allergy to any food and/or are a vegetarian, please indicate that along with your payment so accommodations can be arranged for you.

**Lunch Payment:** A separate check MUST be written for \$15.00 and be made payable to GISD.

Please mail lunch payment to: Attn: Gail Ellis - Genesee ISD - 2413 W. Maple Avenue - Flint, MI 48507.

**MICHIGAN HEALTHY E.D.G.E. 2001 - 280****Fee: Member \$18.00 and Non-Member \$25.00**

<b>Location / Deadline</b>	<b>Dates / Times</b>	<b>Instructor</b>
<b>R.W. Kidder Middle School</b>	<b>April 23, 30 and May 7, 2003</b>	<b>Lynna Hassenger</b>
<b>Media Room</b>	<b>3:00 - 6:30 p.m.</b>	
<b>6700 Rives Junction Road</b>		
<b>Jackson, MI 49201</b>		
<b><u>Deadline: April 9, 2003</u></b>		

**MENU PLANNING - 480****Fee: Member \$18.00 and Non-Member \$25.00**

<b>Location / Deadline</b>	<b>Dates / Times</b>	<b>Instructor</b>
<b>Fowlerville High School</b>	<b>May 6 and 7, 2003</b>	<b>Kathleen Kane</b>
<b>Cafeteria</b>	<b>3:00 - 8:00 p.m.</b>	
<b>7677 Sharpe Road</b>		
<b>Fowlerville, MI 48836</b>		
<b><u>Deadline: April 22, 2003</u></b>		

# Statewide Training Program Individual Registration Form

*Use one form and one check per class.*

**CLASS NAME:** \_\_\_\_\_

**CLASS LOCATION:** \_\_\_\_\_

**CLASS DATE(S):** \_\_\_\_\_

<b>Last Name</b>			
<b>First Name</b>			
<b>Social Security #</b>			
<b>School District</b>			<b>District #</b>
<b>Home Address City, Zip</b>			
<b>Telephone #</b>	<b>Home: (     )                      Work: (     )</b>  <i>NOTE: Please enter home telephone number -- it is virtually impossible to contact individuals of any cancellations through the school district when classes are held, when school is not in session (i.e., summer, inclement weather).</i>		
<b>MSFSA Membership #</b>	<b>Check the type of menu planning method you use:</b>  " Food Based - Traditional                      " Nutrient Standard " Food Based - Enhanced                      " Assisted NSMP		<b>\$</b>

*Make checks payable to MSFSA and mail to: Michigan Department of Education  
Statewide Training Program - School Meals Program  
P.O. Box 30008 - Lansing, MI 48909*

*To complete your registration, we must receive a check or purchase order number by the deadline.  
You may fax this information to (517) 373-4022.*

**All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. Confirmation letters will NOT be mailed. Assume that you are registered unless otherwise notified.**

<b>For Michigan Department of Education Use Only</b>	<b>Check #</b>	" School                      " Personal	<b>Amount</b>	<b>\$</b>
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# Statewide Training Program Multi-Registration Form

Use one form and one check per class.

<b>Class Name:</b> _____ <b>Class Location:</b> _____ <b>Class Date(s):</b> _____				<b>SCHOOL DISTRICT:</b> _____  <b>PHONE:</b> _____		<b>DISTRICT #:</b> _____	
<b>Last Name</b>	<b>First Name</b>	<b>Social Security #</b>	<b>Home Telephone #</b>	<b>Home Address (Street, City, Zip)</b>	<b>MSFSA #</b>	<b>Fee Per Student</b>	
1							
2							
3							
4							
5							
<b>Check the type of menu planning method you use:</b> ▪ Food Based - Traditional                      ▪ Nutrient Standard ▪ Food Based - Enhanced                      ▪ Assisted NSMP							
<b>Total the right-hand column and attach a separate check for this amount only. L L L L L L L L</b> <b>Make checks payable to <u>MSFSA</u>.</b>						<b>\$</b>	
<p>Make checks payable to <u>MSFSA</u> and mail to: <i>Michigan Department of Education</i>  <i>Statewide Training Program - School Meals Program</i>  <i>P.O. Box 30008 - Lansing, MI 48909</i></p> <p><i>To complete your registration, we must receive a check or purchase order number by the deadline.</i>  <i>You may fax this information to (517) 373-4022.</i></p>							
<b>All registrations are accepted on a first-come, first-served basis. If this class is filled, the registration form and check will be returned to you. Confirmation letters will NOT be mailed. Assume that you are registered unless otherwise notified.</b>							
<b>For Michigan Department of Education Use Only</b>		<b>Check #</b>	<b>▪ School    ▪ Personal</b>	<b>Amount</b>	<b>\$</b>		

**[Copy as necessary]**

**WORKSHOP FOR THE YEAR-END COST REPORT FOR  
SCHOOL LUNCH, BREAKFAST, AFTERSCHOOL SNACK  
AND SPECIAL MILK**

*Please use the enclosed registration form to make reservations.  
Registrations must be received before April 29, 2003. A morning and  
an afternoon session will be offered at each site. Low enrollment  
may result in cancellation of a workshop location. If a workshop is*

<b>Flint</b>	<b>Thursday, May 1, 2003</b> <b>Genesee ISD</b> <b>Eastwing Auditorium</b> <b>5089 Pilgrim Road</b> <b>Special Services South Building</b> <b>Flint</b>	<b>9:00 - 11:00 am</b> <b>1:00 – 3:00 pm</b>
<b>Lansing</b>	<b>Monday, May 5, 2003</b> <b>John Hannah Building</b> <b>UP Conference Room #3</b> <b>608 West Allegan</b> <b>Lansing</b>	<b>9:00 – 11:00 am</b> <b>1:00 – 3:00 pm</b>
<b>Wayne RESA</b>	<b>Monday, May 12, 2003</b> <b>Wayne RESA</b> <b>Boyd's Auditorium</b> <b>33500 Van Born</b> <b>Wayne</b>	<b>9:00 – 11:00 am</b> <b>1:00 – 3:00 pm</b>
<b>Grand Rapids</b>	<b>Wednesday, May 14, 2003</b> <b>Kent ISD</b> <b>Room - Rogue</b> <b>2930 Knapp Street NE</b> <b>Grand Rapids</b>	<b>9:00 – 11:00 am</b> <b>1:00 – 3:00 pm</b>

# Registration for Year End Workshops

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business E-mail Address: \_\_\_\_\_

Location of workshop site and the session time that you would like to attend:

May 1, 2003	Flint	AM	or	PM
May 5, 2003	Lansing	AM	or	PM
May 12, 2003	Wayne RESA	AM	or	PM
May 14, 2003	Grand Rapids	AM	or	PM

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To FAX your registration: 517-373-4022, ATTN: Renee Cratty

To mail your registration: Office of School Support Services  
Department of Education  
P.O. Box 30008  
Lansing, MI 48909  
Attn: Renee Cratty

**Registration forms must be received before April 29, 2003!**